GENERAL INFO

Every website design project begins with a plan!We’ve created this Website Design Checklist to  
help you define your requirements, preferences,  
and resources.  
When you put the plan on paper you come to  
know how much work is involved on your end, and  
possibly an appreciation of the work needed to be  
accomplished on our end.  
Please go through this Web Design Checklist and  
answer all questions to the best of your ability. On  
completion, send us the answers and we’ll be  
ready to begin your project ‐ or at the very least,  
we’ll provide an accurate estimate.

1. What does your organization do? This will go under About Us section.
2. Do you have any sample website? Please share.
3. What products or services does your company offer? Provide as much details as possible. This will go under Our Products / Services section.
4. What is your competitive edge? (List at least three reasons why you are a good business choice.) This will go under “Why Choose Us” Section
5. Do you have social media channels for your company? If so mention full link to the pages / handle.
6. Have you registered a domain? If so, please specify. If not, please give some suggested names you would like to have to be registered <<Charged Extra>>.
7. Do you want email services on that domain?
   1. If yes, then please mention the names of staff and email addresses that you want to create for them.
   2. What email quota would you want to keep for each account?
8. Do you have hi-quality images to be used on website?
   1. If yes, then would you provide us with those images?
   2. If No, then would you want us to buy stock images online? This will come at a cost.
   3. If you don’t want to spend on stock images, then would you want us to use free images from open source. Remember, these images could be used by other websites too.
9. Do you have hi-res logo of your company? If yes, please send us the logo.
10. Do you have a content for your website?
    1. If yes, please provide the details. You may attach additional pages.
    2. If not? Would you want us to engage the content writers for you at a cost?
11. The dynamism of business are making the website change their content at frequent intervals. This needs someone to manage the content on the website using a Content Management System Module that provides this functionality. Do you want to manage the content on your website i.e. by using Content Management System?
    1. If yes, would you want to manage this content on your own?
    2. If you don’t want to manage the content, can we recommend this service such that someone would manage the content for you. All you have to do is send us outlines of what you need to publish, and our content writers would do the rest.
12. Would you like to sell products online?
    1. If Yes, then have you selected a payment gateway? If Yes, please specify the gateway details and access to the Payment API.
    2. If No, then would you want us to recommend a provider?
13. Modern websites are required to have SSL (Secured Socket Layer) mandatory. Moreover, a website dealing in e-commerce needs to have this in place. Have you purchased a SSL certificate?
    1. If yes, then please provide us with details.
    2. If No, then would you like us to buy this certificate for you? Please note, this would attract an annual charge.
14. All websites need some sort of maintenance to keep them running in top condition. This involves constantly updating the codes and patching the site for security. In order to do this, we need to put you on a maintenance contract that is billed annually. This charge would be applied after the website is up in running. Are you interested in this service?
15. These days the organizations work with heterogenous systems to manage their operations. This leads to multiple software running at client’s premises. An online system like website can be made to integrate with an on-premise system to provide smooth integration. Do you have such requirement to integrate website with legacy or on-premise system? This would involve further development. If you do need, then please provide further details.
16. The following add-on modules are also available for selection to work on website:
    1. Bulk SMS / Email Marketing: Provides campaign management solution
    2. Transactional SMS and Emails i.e. sending SMS / Email to website users on certain events
    3. Social Media Manager: Integrates with your company’s social media channels to provide seamless integration
    4. Deals / Promotion Manager: This will send promotions to the customers by SMS / Email directly from website
    5. Booking Manager: Allows the visitor to book a service with your office. Also manages the site visits scheduled for the office person to customer's site
    6. Warranty Tracker: Manages the warranty for each product / service sold and tracks all complaints received for respective product / service. Gives MIS reports on various parameters regarding the respective product / service.
    7. Customer Loyalty System: This module provides end-to-end tracking of loyalty points handling. The system uses mobile numbers for tracking the points thus there is no need to print any cards. The customer will be sent SMS for updating on loyalty points.

Tell Us About Your Company